

CITY OF LOWELL
Job Description
Please Post: April 19, 2017
Deadline: May 3, 2017
Police Department
Program Manager (Grant Writer) - Grant Funded

Job Title: *Program Manager (Grant Writer)- Grant Funded(1100-DH07, 2400)*
Department: Police Department, Administrative Division
Reports To: Director of Research & Development and other designated personnel
Union: Non-Union/ Ordinance
Salary: \$44,203.12 (min) to \$51,821.12 (max) yearly
FLSA Status: Exempt

SUMMARY

The Program Manager (Grant Writer) will be responsible for writing all grant applications. In addition, the Program Manager will explore other funding options and develop and implement programs. This individual must be very organized and self-motivated.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Write and submit grant applications (primary responsibility);
- Write quarterly newsletter;
- Write annual report;
- Knowledge in the use of social media platforms such as Instagram, Facebook, YouTube, Twitter and SnapChat;
- Thorough understanding of state and federal grant fiscal and programmatic requirements;
- Identify possible funding opportunities;
- Complete and submit timely reports to funding agencies as necessary;
- Write and submit programmatic reports as necessary;
- Build and maintain relationships with partnering organizations;
- Create new programs and obtain funding to implement programs;
- Research Best Practices;
- Answer phones in Superintendents office as needed;
- Work on special projects assigned by Director of Research and Development and the Superintendent of Police;

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree or higher in Criminal Justice, Business Administration or related field from an accredited College or University required.

- *Relevant experience preferred;*
- *One to three years of prior grant writing experience;*
- *Understanding of funding cycles;*
- *Ability to write grant applications;*
- *Ability to understand budget procedures, including grant modification and procurement statutes;*
- *Experience in researching topics to identify best practices;*
- *Knowledge of routine police practices and procedures;*
- *Ability to analyze data and verify information;*
- *Computer experience in the following software required: MS Word, Excel, Power Point, Publisher, Outlook and Access.*
- *Computer experience in SPSS is preferred.*

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to read and interpret documents and financial reports. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Ability to create databases and conduct statistical evaluations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock (electrical outlets). The noise level in the work environment is usually moderate. The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

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Qualified individuals should send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~May 3, 2017. Applicants may also send application/resume with cover letter to fax 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer